Montana Department of
REVENUE

Guidelines and Specifications
for Reproducing Scannable Payment Vouchers
for the Montana Department of Revenue

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Produced by

The Montana Department of Revenue
Forms Design Team

CONTENTS

Guidelines

To ensure accurate and efficient payment processing for the citizens of Montana, the Department of Revenue requires that you follow our guidelines and adhere to our specifications for developing scannable vouchers.

- Please provide us with ten copies of each voucher you intend to reproduce.
- Send your vouchers to:

> Montana Department of Revenue
> Forms Design Team
> 2517 Airport Road
> Helena, MT 59601

- Vouchers must be printed on a minimum of 20# paper.
- Vouchers must be cut to 3-1/2" X 8-1/2". Please see our sample grids for orientation.

Our goal is to approve or disapprove your submissions within two business days of receipt. However, during peak payment processing, it may take longer due to the availability of our scanner for testing. If we disapprove your vouchers, we will provide adequate information for you to make the necessary corrections or adjustments.

If you have questions or comments about our requirements or our approval process, please email us at *DORFormsDesignTeam@mt.gov*, call us at (406) 444-6918 or write us at the address above.

Specifications

Please refer to these tables and grids when creating your Montana Department of Revenue vouchers.

Section I. Montana Department of Revenue Payment Voucher Specifications. This table provides our specifications for fields, grid lines, field widths, characters and font for these vouchers: MW-1, IT, FID, PT and CT.

Section II. Montana Department of Revenue Scan Line Specifications. This table provides our specification for fixed and variable fields, and character number and positioning for these vouchers: MW-1 (Accelerated, Monthly and Annual*), CT, PT, FID and IT. *Please use the MW-1 for annual filers format to create the MW-1 voucher included with the MW-3.

Section III. Montana Department of Revenue Payment Voucher Grids. These grids are examples of field and character placement and correspond to the positions referenced in the tables of Sections I and II, for these vouchers: MW-1, FID, IT, PT and CT

Section IV. Montana Department of Revenue Check Digit Routine. Please use these instructions to determine your check digits.

Section I. Montana Department of Revenue Payment Voucher Specifications

MW-1 PAYMENT VOUCHER

	Field	Vertical Grid Line	Horizontal Grid Line	Field Width	Character Type	Font Name	Font Size	Font Style
	scan line	4	55-5	50	alphanumeric	OCR A extended	12 pt	regular
Amount Paid:								
	dollars	7	16-9	8	numeric	Courier	12 pt	regular
	decimal	7	8	1	.	Courier	12 pt	regular
	cents	7	7-6	2	numeric	Courier	12 pt	regular
	fein	10	14-6	9	numeric	Courier	12 pt	regular
Period End Date:								
	day	13	15-14	2	numeric	Courier	12 pt	regular
	month	13	12-11	2	numeric	Courier	12 pt	regular
	year	13	9-6	4	numeric	Courier	12 pt	regular
	employer name	16	57-33	25	alphanumeric	Courier	12 pt	regular
	account id	17	42-55	13	alphanumeric	Courier	12 pt	regular
	vendor id	19	74-71	4	alphanumeric	Courier	10 pt	regular

IT, FID, PT & CT PAYMENT VOUCHERS

	Field	Vertical Grid Line	Horizontal Grid Line	Field Width	Character Type	Font Name	Font Size	Font Style
	scan line	4	55-5	50	alphanumeric	OCR A extended	12 pt	regular
Amount Paid:								
	dollars	7	16-9	8	numeric	Courier	12 pt	regular
	decimal	7	8	1	.	Courier	12 pt	regular
	cents	7	7-6	2	numeric	Courier	12 pt	regular
	fein/ssn	10	14-6	9	numeric	Courier	12 pt	regular
Period End Date:								
	day	13	15-14	2	numeric	Courier	12 pt	regular
	month	13	12-11	2	numeric	Courier	12 pt	regular
	year	13	9-6	4	numeric	Courier	12 pt	regular
	taxpayer name	16	57-33	25	alphanumeric	Courier	12 pt	regular
Payment Type:								
	current year	17	75	1	X	Courier	12 pt	bold
	estimated	14	75	1	X	Courier	12 pt	bold
	extension	11	75	1	X	Courier	12 pt	bold
	amended	7	75	1	X	Courier	12 pt	bold
	vendor id	19	74-71	4	alphanumeric	Courier	10 pt	regular

Section II. Montana Department of Revenue Scan Line Specifications

FORM MW-1 PAYMENT VOUCHERS - ACCELERATED FILERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	77		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit		0	1	23
Period End		12312006	8	24 through 31
Check Digit		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit		0	1	50

FORM MW-1 PAYMENT VOUCHERS - MONTHLY FILERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit		4	1	23
Period End		12312006	8	24 through 31
Check Digit		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit		0	1	50

FORM MW-1 PAYMENT VOUCHERS - ANNUAL FILERS*

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit		4	1	23
Period End		12312006	8	24 through 31
Check Digit		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit		0	1	50

*Use these scan line specifications for the MW-1 voucher that is included in Form MW-3.

Section II. Montana Department of Revenue Scan Line Specifications

FORM CT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	78		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check Digit	1		1	23
Period End		00000000	8	24 through 31
Check Digit		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit	5		1	39
Money Amount		0000000000	10	40 through 49
Check Digit		0	1	50

FORM PT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	79		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check Digit	9		1	23
Period End		00000000	8	24 through 31
Check Digit		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit	5		1	39
Money Amount		0000000000	10	40 through 49
Check digit		0	1	50

FORM FID PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	80		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check Digit	6		1	23
Period End		00000000	8	24 through 31
Check Digit		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit	5		1	39
Money Amount		0000000000	10	40 through 49
Check Digit		0	1	50

Section II. Montana Department of Revenue Scan Line Specifications

FORM IT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	81		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check digit	4		1	23
Period End		00000000	8	24 through 31
Check digit		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check digit	5		1	39
Money amount		0000000000	10	40 through 49
Check digit		0	1	50

Section III. Montana Department of Revenue Payment Voucher Grids

Form MW-1 — Montana Withholding Tax Payment Voucher

XXXX

Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.

Account ID: XXXXXXXXXXXXX
Name XXXXXXXXXXXXXXXXXXXXXXXXXX
Telephone No. _____

Write check to "Department of Revenue"

Period Ending Date   XX XX XXXX

FEIN   XXXXXXXXX

Department of Revenue
PO Box 6309
Helena, MT 59604-6309

Amount Paid   XXXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Form-FID — Montana Estate or Trust Tax Payment Voucher

XXXX

Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.

X   1. Current Year

Name XXXXXXXXXXXXXXXXXXXXXXXXX
Telephone # _____

X   2. Estimated

5. Period Ending Date   XX XX XXXX

X   3. Extension

6. FEIN   XXXXXXXXX

X   4. Amended   Department of Revenue
PO Box 8021
Helena, MT 59604-8021

7. Amount Paid   XXXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Form-IT — Montana Individual Income Tax Payment Voucher

XXXX

Please use this voucher to ensure proper credit of your payment. Also, write your social security number and tax year on your check.

X   1. Current Year

Name XXXXXXXXXXXXXXXXXXXXXXXXX
Telephone # _____

X   2. Estimated

5. Period Ending Date   XX XX XXXX

X   3. Extension

6. SSN   XXXXXXXXX

X   4. Amended   Department of Revenue
PO Box 6308
Helena, MT 59604-6308

7. Amount Paid   XXXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Section III. Montana Department of Revenue Payment Voucher Grids

Form-PT — Montana Pass-Through Entity Tax Payment Voucher

XXXX

Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.

X	1.	Current Year
X	2.	Estimated
X	3.	Extension
X	4.	Amended

Name XXXXXXXXXXXXXXXXXXXXXXXX
Telephone # _____

5. Period Ending Date   XX XX XXXX

6. FEIN   XXXXXXXXX

Department of Revenue
PO Box 8021
Helena, MT 59604-8021

7. Amount Paid   XXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Form-CT — Montana Corporation License Tax Payment Voucher

XXXX

Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.

X	1.	Current Year
X	2.	Estimated
X	3.	Extension
X	4.	Amended

Name XXXXXXXXXXXXXXXXXXXXXXXX
Telephone # _____

5. Period Ending Date   XX XX XXXX

6. FEIN   XXXXXXXXX

Department of Revenue
PO Box 8021
Helena, MT 59604-8021

7. Amount Paid   XXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Section IV. Montana Department of Revenue Check Digit Routine

To compute the check digit, follow the steps below in the order given.

Right justify the number and pad the field on the left with zeroes for the maximum length of the field.

Example: 7511407044012002003WTH

Alpha characters are numbered as follows:

A = 1	E = 5	I = 9	M = 13	Q = 17	U = 21	Y = 25
B = 2	F = 6	J = 10	N =14	R = 18	V = 22	Z = 26
C = 3	G = 7	K = 11	O = 15	S = 19	W = 23	
D = 4	H = 8	L = 12	P = 16	T = 20	X = 24	

Begin at the first digit on the left and alternately multiply each number by 1 and 2

Example Digit	Number Value		Weight Value		Product (Number Value multiplied by Weight Value)
7	7	x	1	=	7
5	5	x	2	=	10
1	1	x	1	=	1
1	1	x	2	=	2
4	4	x	1	=	4
0	0	x	2	=	0
7	7	x	1	=	7
0	0	x	2	=	0
4	4	x	1	=	4
4	4	x	2	=	8
0	0	x	1	=	0
1	1	x	2	=	2
2	2	x	1	=	2
0	0	x	2	=	0
0	0	x	1	=	0
2	2	x	2	=	4
0	0	x	1	=	0
0	0	x	2	=	0
3	3	x	1	=	3
W	23	x	2	=	46
T	20	x	1	=	20
H	8	x	2	=	16
			Sum of the products:		136

Add the products of your calculations; then, subtract the sum of the products from the next highest multiple of 10. For example:

Next highest multiple of 10:   140

Minus sum of products: 136

Check Digit equals: 4

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